TO: Principal X

FROM: Tanja Cady

RE: Round table discussion for teachers in regards to accountability

Recent developments in regards to the accountability trend, such as the establishment of the Race to the Top (RT3) program, followed by the creation of a new career ladder as well as a single Teacher Effectiveness Measure (TEM), have led to many questions and concerns between educators. Teachers feel the need to be fully informed about the new guidelines, regulations, and consequences, and would appreciate an opportunity to discuss the subject. Therefore, it would be beneficial to arrange a round table discussion that involves the principal, teachers and administrators of this school. The purpose of the meeting is to inform and offer the parties involved the chance to make suggestions and to voice their opinions and concerns.

At the beginning of the meeting, the teachers will receive information about the key aspects of accountability and the RT3 program. This will include an overview of teacher, student, and parent accountability, as well as a list of helpful resources for educators who wish to research the subject in more detail. Following this, teachers will be encouraged to voice their opinions, share their concerns, and suggest new ideas. This will allow each educator to be heard and encourages a team-based approach towards the development of new ideas, strategies, and solutions to possible issues. Moreover, follow-up meetings will take place to inform everybody of the newest developments and address any concerns. The goal is to achieve increased overall teacher, student, and parent accountability through an open, team based approach that increases teacher collaboration, offers the opportunity to learn from each other’s experiences, and allows for innovative ideas.

Since I have spent a lot of time researching the various trends and issues related to accountability for student learning, I would be willing to write an objective, informative outline on the subject area, including links for research that can be distributed to the staff. Moreover, I would offer to lead parts of the discussion, and to summarize our findings. Furthermore I have a specific plan in regards to a long-term support system. This includes, but is not limited to, providing regular updates on the issue, and organizing future discussions in order to share ideas, success stories, and specific concerns. Please contact me at your earliest convenience, so we may discuss this proposal and its subsequent implementation.